



UNITED STATES MARINE CORPS  
MARINE CORPS LOGISTICS COMMAND  
814 RADFORD BOULEVARD  
ALBANY, GEORGIA 31704-0301

12000

L09

APR 21 2005

POLICY STATEMENT 04-05

From: Commanding General  
To: Distribution List

Subj: ADMINISTRATIVE LEAVE DURING THE MARCH 2005 FLOOD  
EMERGENCY

Ref: (a) BO P12000.6A, Chapter 13, Paragraph 13015

1. Situation. The heavy and unexpected rainfall amounts which occurred in March 2005 created flood situations throughout Albany, Georgia and many of the surrounding areas preventing several employees from safely arriving at work. Many employees took annual leave as the flood waters forced the evacuation of their homes.

2. Mission. To establish policy governing the granting of administrative leave during the March 2005 flood emergency.

3. Policy. Supervisors are authorized to approve up to three days of administrative leave for employees who were ordered to evacuate their homes, on or after 28 March 2005, because of rising flood water, or who did not have reasonable and safe access to the Base due to impassable roads or bridges. The reference applies.

4. Command and Signal

a. Signal. This Policy Statement is effective the date signed.

b. Command. This Policy Statement is applicable to the employees of Headquarters, Marine Corps Logistics Command,

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Albany, Georgia and Marine Corps Logistics Base, Albany,  
Georgia.

A handwritten signature in cursive script, appearing to read 'E. G. Payne', with a long horizontal flourish extending to the right.

E. G. PAYNE

Distribution: A1